Online Payroll Warrant Reports - The Paperless Payroll Stub System

Frequently Asked Questions

Q1: **What is an Online Payroll Warrant Report?**

A1: The Online Payroll Warrant Report contains information concerning an employee's wage payments, deductions and State share amounts paid on behalf of the employee, leave accruals, usages, balances, and tax status information. This electronic document replaces the paper "pay stub". The Online Payroll Warrant Report is accessed via a live, secure website (https://www.egov.state.ia.us/warrants/warrantProcessorServlet) by the employee only, using his or her user ID and password.

Q2: **How many state departments are using the Online Payroll Warrant Report system?**

A2: Currently there are 59 departments using the Online Payroll Warrant Report system (out of a total of 78). There are approximately 17,000 State Employees who are now able to view their pay and leave detail online.

Q3: **Why would a department decide to use Online Payroll Warrant Reports for their employees?**

A3: Online Payroll Warrant Reports present several benefits: it saves money on printing and handling; there is more information and greater detail available to employees; and employees are able to view their payroll warrant information earlier - the morning after payroll is processed, which is typically two days earlier than those who get the printed warrant detail on payday! (Please note this does not change the day employees are actually paid, only how early pay information is available to view.) There is no additional cost to state agencies to use this technology.

Q4: **How much time and money is saved with the new paperless system?**

A4: By no longer printing a paper stub, the State is saving money on paper and printing costs, wear and tear on printing equipment, postage for those that had to be mailed, as well as the cost in time and money associated with handling all of those paper forms. Some pay stubs were handled by 5 - 7 people before reaching the employee. The actual savings, however, is difficult to calculate due to the fact that much of the savings is in the indirect cost of people handling the paper payroll warrants.

Q5: **How much more information is available online versus the old, paper way?**

A5: A lot! There is more detail available on the electronic warrant documents - the "Deductions" and "Leave" categories are broken down further, there is more information on the year-to-date contributions, current W-4 status for federal and state tax withholdings is provided, and more. Plus, employees are able to easily access payroll warrant details for the previous and current calendar years.

Q6: **I don't use a computer and work; what will I do if my department starts using the Online Payroll Warrant Report system?**

A6: Each department individually examines whether their employees would benefit from transferring to this system. The Online Payroll Warrant site is available from work and home (or any computer with Internet access), and those without a state e-mail address (which is used as your username) can be set up with an alternative username so they are able to log in to the system. Departments can also arrange to have computer equipment available for their employees' access.

Q7: **How will I get the "check stuffers" that used to come with my paper paycheck stub?**

A7: The "News" section of the Online Payroll Warrant site provides all the information previously provided through paper check stuffers.

Q8: **Can I print my paycheck information off of the Online Payroll Warrant site?**

A8: Yes. You may need to adjust your printer settings if you want the information to fit onto one page. (Under "Page Setup," clear the Header and Footer boxes, and then set the margins to 0.25.)

Q9: **Is anyone else able to pull up my Online Payroll Warrant report online?**

A9: No. You log in to the Online Payroll Warrant site with your unique username and password. Only by logging in with that password are you able to view your payroll information online.

Q10: **Is the Online Payroll Warrant system only available to employees who have chosen to have their net pay directly deposited into a checking or savings account?**

A10: No, it is also available to employees who opt to receive a paper payroll warrant. If you department switches to the Online Payroll Warrant Report system you will continue to receive the printed payroll detail that is attached to that paper payroll warrant, however, not as much detail is provided on the document as it is available online.

Q11: **Who do I contact if I have a problem logging on to the Online Payroll Warrant Report website or questions about the content?**

A11: If you experience problems logging on to the site, contact the DAS-ITE Service Desk at (515) 281-5703.

If you have questions concerning the content of the Online Payroll Warrant Report, contact the State Accounting Enterprise - Central Payroll at (515) 281-3976.

If your agency is ready to begin using the Online Payroll Warrant system, contact Chris Young, DAS-SAE at (515) 281-7957.